

FAQs

Proctor applicants should review the proctor duties and responsibilities sheet, FAQ sheet, and all relevant information regarding the Maryland bar exam before applying to be a proctor.

Proctors

1. What is the process for becoming a proctor for the Maryland bar exam?

Proctor Application

Applications must be filled out completely, signed with original signature, and mailed to the State Board of Law Examiners at 2011-F Commerce Park Drive, Annapolis, MD 21401. Faxed and e-mailed applications will not be considered. Proctor application deadlines are **January 15th** for **February exams** and **June 15th** for **July exams**. No exceptions will be made for late or incomplete applications.

Supplementing an Application

All application materials must be supplemented if (a) any information in the proctor's application changes (address, phone, criminal history, employment history, etc.) or (b) if a new application is requested by the State Board of Law Examiners "SBLE".

Prior Proctor Applicants

Proctors who have previously filed an application with the SBLE will receive postcards and/or e-mails soliciting their interest in and ability to serve as a proctor for the next exam.

2. What are you looking for in proctors for the Maryland bar exam?

Given the importance of the exam to the candidates, the Court of Appeals, and the legal community, the Board is looking for proctors with a sincere desire to be a positive member of a team dedicated to administering fairly, accurately and timely the entrance exam for all aspiring attorneys in the State of Maryland. Proctors must be willing to focus their efforts for two full days plus an additional two hour training session with the concerted goal of making no mistakes and not causing any distraction to the exam candidates.

3. I filed my application or sent in my postcard to be a proctor. When will I be contacted for an interview?

For applicants that meet the requirements for consideration (filled out completely and returned application or postcard AND meet requirements and responsibilities), the applicant will be contacted for an interview. Generally, the interviews will take place the following week(s) after the application and petition deadline.

4. I interviewed last week to be a proctor. When will I find out if I'm selected?

Proctors selected for a particular exam will receive notice the first week in February (February exam) and the first week in July (July exam). In some cases, selections may be extended to the second week of February and July if circumstances dictate the need to extend the selection time period.

5. I was not selected to be a proctor for the upcoming bar exam. Why?

First, you may not have been selected because there were more qualified proctor candidates for a particular exam session. February exams require less proctors than July for example.

Second, your application or interview may have indicated that you would not meet the requirements and/or responsibilities to be an exam proctor.

Third, proctor applicants who have worked past bar exams may have demonstrated through their actions that they lack the requirements and/or responsibilities to be a proctor. Bar candidates, Board staff, and proctor leaders provide feedback about proctor performance.

6. I have proctored the last ten (10) exams, sent in my postcard and had my interview. Am I guaranteed a proctor spot?

No proctor, new or experienced, is guaranteed a spot for any given bar exam. Decisions will be made based on the proctor candidate's experience (including experience proctoring the Maryland bar exam), availability, reliability, attitude, and slots available to be filled.

7. I filled out an application last year. Do I need to fill out another one?

No. After a correct and completed application is received, no further application is required.

However, all application materials must be supplemented if (a) any information in the proctor's application changes (address, phone, criminal history, employment history, etc.) or (b) if a new application is requested by the SBLE.

8. Why do some proctors work half a day and some work four (4) days?

Within a particular bar exam, there are different applicant groups being served. The General Bar exam for non-attorneys is a two (2) day exam. However, exam takers who have disabilities may be granted test accommodations which extend their test days from

two (2) to potentially four (4) days. Out of State Attorneys exam is a three (3) hour test (½ day).

While proctor applicants may indicate a preference (General Bar, Accommodations, Out of State Attorneys), proctor selection will be based on the need of the Board to find the best match of proctors to applicant groups and not the individual preferences of the proctor.

9. Are proctors employees of the Maryland Judiciary?

No. Proctors are not employees of the Maryland Judiciary. You are considered independent contractors/vendors.

10. What is the proctor compensation?

\$55 for attending the proctor training. \$110 per day for each exam day. If free parking is not available, then parking expenses are compensated up to \$15 per day.

Supervising Proctors

1. I have been a proctor for three (3) years. How can I be a supervising proctor?

Although selection of supervising proctors is often based on experience proctoring the Maryland bar, there are other factors to consider such as ability to supervise people and processes and oversee a larger segment of test takers. Those selections are made by the Board based on the applicant pool of proctors. No additional application is required.

2. What is the difference between a regular proctor and a supervising proctor?

The biggest difference between regular proctors and supervisory proctors is that supervisory proctors oversee one (1) or more regular proctors. In addition, supervisory proctors are responsible for insuring that all exam materials for the regular proctors in their area of supervision are distributed and collected without error and on time according to the instructions given to the proctors and supervisors by the Site Director. Because of the increased responsibilities, supervising proctors are compensated at a higher rate for the exam.

Human Readers

1. How do you become a human reader?

Human readers are selected for the current proctor applicant pool. An additional interview to be selected as a human reader is required. Meeting the applicant may be necessary as well before the exam period. Human readers must possess a certain skill set outlined in #3 below. We require two Human Readers per applicant for those who qualify to have a human reader.

2. When do you use human readers for the Maryland bar exam?

Human Readers are necessary when an applicant's disability accommodation requires a Human Reader to read the exam questions and instructions to the applicant. Human readers will be selected on their ability to speak clearly and correctly as well as read complex legal terminology. The human reader must interact with the applicant in a calm yet confident manner and work as a team member with the other human reader.